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CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

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Director of Finance

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MEMORANDUM

TO: Hon. Mark D. Boughton via the City Council
FROM: David W. St. Hilaire, Director of Finance *DW*
DATE: September 24, 2015

SUBJECT: Re-Appropriations & Budget Transfers

CERTIFICATION

Any funds within the General and Enterprise Funds (water and sewer) which are appropriated, encumbered and/or unspent at the end of the fiscal year must be re-appropriated to the current fiscal year. The City Council is requested to approve the re-appropriation so projects can be completed and goods accepted.

Based on a preliminary financial statement that will be issued to our auditors, I hereby certify the availability of the following to be re-appropriated per the attached listing:

General Fund - \$ 288,716.89
Water Fund - \$ 48,517.07
Sewer Fund - \$ 110,697.01

General Fund Capital

Any amounts within the City's General Fund which are appropriated, encumbered and/or unspent for Capital projects not yet completed must be re-appropriated to the current fiscal year. I hereby certify the availability in the General Fund of \$11,735.15 to be re-appropriated in FY 15/16 for General Fund Capital Projects that will be finalized during this fiscal year. In addition, I am requesting that \$29,436 from General Fund Capital projects initiated in prior years be reassigned to the City's fund balance. There has been no activity in the past two years for these projects and none is planned.

General Fund Budget Transfers

Any transfer from one department, commission, board, or office to another requires City Council approval. I hereby certify the availability and request approval of the attached budget transfers necessary to close the 2014/2015 fiscal year.

Please place this item on the agenda for the October 2015 City Council meeting. Please contact me should you require any additional information. Thank you.

Attach.

Cc: D. Garrick

DST/sk

Reserve for Encumbrances June 30, 2015

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| Dept | Account Number | Encumbered Balance |
|-----------------------------------|----------------------|-----------------------|
| <u>General Fund</u> | | |
| Finance | 002.1080.5300.2010 | 1,625.00 |
| Information Technology | 002.1090.5500.2420 | 3,443.30 |
| Corporation Counsel | 002.1150.5300.2010 | 300.00 |
| | 002.1150.5300.2040 | 475.00 |
| Economic Development | 002.1230.5700.2700 | 3,406.92 |
| Human Resources | 002.1270.5300.2095 | 1,332.65 |
| Public Buildings | 002.1340.5300.2010 | 1,137.16 |
| | 002.1340.5300.2040 | 9,500.00 |
| | 002.1340.5600.2565 | 704.90 |
| | 002.1340.5700.2750 | 592.37 |
| City Hall Building | 002.1350.5500.2405 | 6,572.13 |
| Senior Center Building | 002.1380.5500.2405 | 1,093.10 |
| Park Building | 002.1391.5300.2040 | 622.00 |
| Police Department | 002.2000.5600.2500 | 625.00 |
| | 002.2000.5600.2565 | 1,485.14 |
| | 002.2000.5600.2575 | 25,362.97 |
| | 002.2000.5700.2740 | 25,150.95 |
| Fire Department | 002.2010.5500.2406 | 4,960.46 |
| | 002.2010.5500.2415 | 5,125.91 |
| | 002.2010.5600.2535 | 1,815.00 |
| Emergency Services Dispatch | 002.2015.5300.2010 | 750.00 |
| | 002.2015.5700.2765 | 16,056.00 |
| Building Inspector | 002.2020.5700.2700 | 1,143.04 |
| Airport | 002.2070.5300.2040 | 500.00 |
| Highway - State Aid | 002.3002.5500.2430 | 2,029.76 |
| Public Buildings - Maint & Repair | 002.3010.5300.2040 | 50,330.00 |
| | 002.3010.5500.2405 | 12,000.00 |
| Equipment Maintenance | 002.3020.5500.2415 | 13,867.06 |
| Recycling/Solid Waste | 002.3030.5300.2010 | 7,082.00 |
| Engineering | 002.3040.5300.2010 | 8,800.00 |
| | 002.3040.5500.2431 | 17,376.50 |
| Construction Services | 002.3041.5300.204000 | 2,314.57 |
| Library | 002.7000.5700.2700 | 60,710.00 |
| Recreation | 002.7002.5600.2580 | 428.00 |
| General Fund Grand Total | | 288,716.89 |
| <u>Water Fund</u> | | |
| Utility Plant | 003.9802.5700.2772 | 6,885.00 |
| Source of Supply | 003.9804.5300.2125 | 29,998.07 |
| Admin & General Operation | 003.9810.5500.2415 | 11,634.00 |
| Water Fund Grand Total | | 48,517.07 |
| <u>Sewer Fund</u> | | |
| Sewage Treatment | 004.9501.5300.2010 | 48,110.54 |
| | 004.9501.5300.2040 | 57,269.40 |
| Sewage Collection & Maintenance | 004.9502.5700.2745 T | 5,317.07 |
| Sewer Fund Grand Total | | 110,697.01 |

City of Danbury
Account Analysis/Budget Transfer Request

| Department | Account | | Budget As Amended | Estimated Total for Fiscal Year | Available Balance | Transfer To/(From) |
|---------------------|--------------------|--------------------------------|-------------------|---------------------------------|-------------------|--------------------|
| Corporation Counsel | 002.1150-5300.2010 | Purch Svcs - Professional Svcs | 33,000 | 44,311 | (11,311) | 11,311 |
| Corporation Counsel | 002.1150-5300.2025 | Purch Svcs - Legal Svcs | 278,800 | 320,166 | (41,366) | 41,366 |
| Corporation Counsel | 002.1150-5300.2040 | Purch Svcs - Outside Svcs | 127,332 | 133,832 | (6,500) | 6,500 |
| Tax Collector | 002.1130-5020.1000 | Salaries - Regular | 528,982 | 454,235 | 74,747 | (59,177) |

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